

# **Navy Electronic Commerce Online**

http://www.neco.navy.mill

# VENDOR USER GUIDE

- NECO is User Friendly and Inexpensive to use
- A "Cradle to Grave Process" from solicitation to quote to award
- Utilizes commercially available technology
- Requires only a PC with a modem and Internet Service
- View NECO files on the Internet or in EDI from your Value Added Network (VAN)

**NECO Help Desk** 

Available 8 AM – 5 PM EST 1.800.503.6326 (NECO)

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## 1.0 Conditions, Restrictions and Disclaimers

<u>NECO</u> is provided as a public service by the Naval Supply Systems Command (NAVSUP) procurement automation branch in Mechanicsburg, PA. Its purpose is to provide information that NAVSUP deems relevant to the Department of the Navy community, its industry partners, and the general public.

Use of NECO does not provide access to all Federal, Department of Defense (DoD), or Department of the Navy procurement opportunities. NECO contains a listing of active synopses, Requests for Proposal (RFP) and Requests for Quote (RFQ) made available by the participating sites. See Command/Sites on Registration and Business Opportunities pages. There are presently 118 buy activities. There are presently 30,209 vendors registered in NECO.

The use of the NECO web site to submit a response to an RFQ does not guarantee an award of a Purchase Order or Contract.

## External Links Disclaimer

The appearance of hyperlinks does not constitute endorsement by the United States Navy of the web sites found at those links or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the United States Navy does not exercise any editorial control over the information you may find at these sites. Such links are provided consistent with the stated purpose of this DoD web site.

## Accessibility Help & Information

Help Us Help You: We are continually working to ensure that this website is accessible to everyone, in compliance with Section 508 of the Rehabilitation Act (29 USC 794d). If you find a problem that prevents access, please contact us by sending an e-mail to the NECO Webmaster, <a href="webmaster@neco.navy.mil">webmaster@neco.navy.mil</a>. Information that cannot be accessed will be provided in an accessible format.



## **Getting Started**

NECO is your link to the world of Navy Electronic Business Opportunities. It is the centerpiece of the Navy's strategy to convert to paperless processes in accordance with DoD direction. Navy and Marine solicitations are accessible online for supplies, services and materials. NECO delivers daily emails each morning to inform you of procurement opportunities based on vendor profile. A vendor may submit their bid/quote on line, it is then forwarded to the appropriate buying activity for submission. Awardees are notified via email. The NECO Help Desk (800-503-6326) provides excellent technical and customer support 8am to 5pm daily, Monday through Friday ET. NECO also links to FedBizOpps.

## 2.1. CCR Vendor Registration



A vendor may search for solicitations on the <u>Business Opportunities</u> page or for a synopsis on the <u>Search Synopsis</u> page without a vendor registration. However, if a vendors wishes to submit a bid for a particular solicitation on NECO, they must first register with NECO to receive a password. A password will be emailed to the vendor upon completion. A vendor must have their DUNS Number and Cage Code in order to register with NECO. See following:

#### **CCR Registration**

All Vendors must be registered with CCR (Central Contractor Registration) to be eligible for award of government contract. A DUNS (Data Universal Numbering System) Number is a 9-digit number assigned to Vendors by Dun & Bradstreet. This number is required by CCR, who then issues a CAGE (Commercial and Government Entity) Code (5-digit, alpha-numeric identifier). Both a DUNS and CAGE are required to complete registration with NECO. Register with CCR by clicking the links located on the NECO homepage and Vendor Registration page. Select "Start New Registration".

#### 2.2. CCR Website



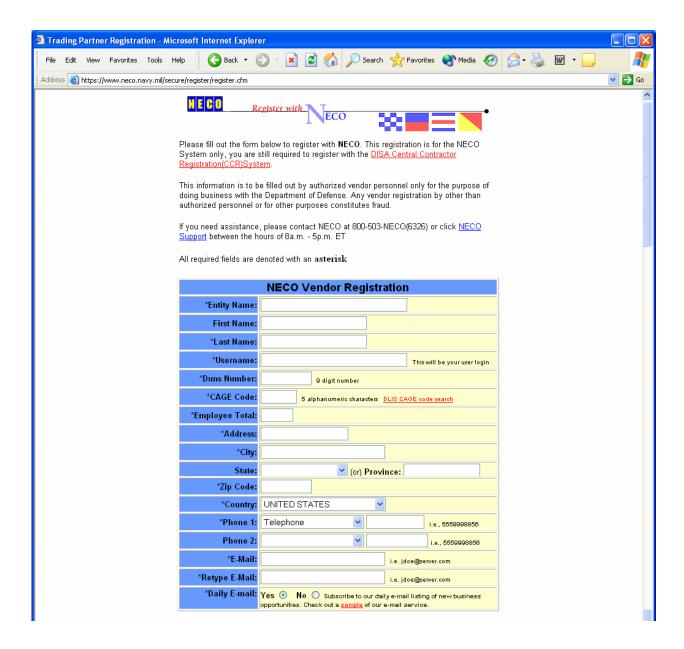
Vendor will be notified upon CCR confirmation.

When vendor's DUNS Number and Cage Code are known, they may proceed to register with NECO.

# 3.0 NECO Vendor Registration

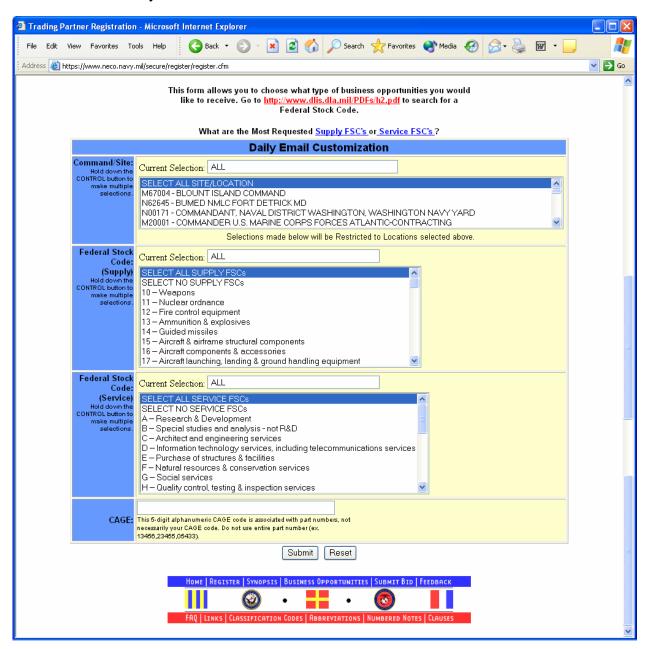
## **NECO Registration**

Click "<u>Register with NECO</u>" on the homepage. Begin with your company/Entity name. As you fill out NECO Vendor registration, remember that asterisks signify required fields. Entry of valid information is vital as it will also appear on the Offeror's bid.



<u>NOTE</u>: Another valid reason for registering with NECO is to receive daily procurement notifications based on the vendor's profile of their company. Emails will be pushed to you the vendor.

# 3.1. Customized Daily Email



#### **Daily Email Customization**

When registering with NECO, Vendors may choose to receive Daily Procurement Offerings or notices of solicitations as they are posted to NECO. By default, ALL options are selected under Daily Email Customization. Vendors may choose selected <a href="Commands/Sites">Commands/Sites</a> from which they wish to receive notices. However, it is best for the vendor to select "ALL" Command Sites to receive a wider range of activity Business Opportunities.

<u>FSCs</u> (Federal Supply Codes) reflect services and products which the company provides. (Go to <a href="http://www.dlis.dla.mil/PDFs/h2.pdf">http://www.dlis.dla.mil/PDFs/h2.pdf</a> to view a detailed description of 4-digit FSCs). NECO generalizes these by using the FSG, or Federal Supply Group (only the first two digits of FSC). For example, a Vendor selecting 16 – aircraft components and accessories will be notified of all postings within the 1600s (1610, 1615, 1620, etc.). Using your mouse, select your first choice. Then, hold the Ctrl key if you wish to add or remove multiple selections.

<u>CAGE CODE</u> - This entry is for use by manufacturers whose part numbers begin with their CAGE Code. Buyers will sometimes indicate a Vendor's (Seller's) part number.

#### 3.2. Command/Sites

#### **View Commands/Sites and Federal Supply and Service Codes:**

Commands currently posting to NECO:

- M67004 BLOUNT ISLAND COMMAND
- M20001 COMMANDER U.S. MARINE CORPS FORCES ATLANTIC-CONTRACTING
- N33191 ENGINEERING FIELD ACTIVITY MEDITERRANEAN
- N68950 ENGINEERING FIELD ACTIVITY MIDWEST
- N62474 ENGINEERING FIELD ACTIVITY WEST NAVAL FACILITIES ENGINEERING COMMAND, CALIFORNIA
- N44255 ENGINEERING FIELD ACTIVITY, NORTHWEST, WASHINGTON
- N68711 ENGINEERING FIELD DIVISION, SOUTHWEST
- N68836 FISC JACKSONVILLE FL
- N68836 FISC JACKSONVILLE, CHARLESTON DETACHMENT
- N68836 FISC JACKSONVILLE, PASCAGOULA DETACHMENT
- N00140 FISC NORFOLK DET PHILADELPHIA
- N00600 FISC NORFOLK DET WASHINGTON
- N00189 FISC NORFOLK VA
- N00604 FISC PEARL HARBOR
- N00406 FISC PUGET SOUND WA
- N00244 FISC SAN DIEGO CA
- N62649 FISC YOKOSUKA
- M67001 MARINE CORPS BASE CAMP LE JEUNE-RCO
- M00681 MARINE CORPS BASE CAMP PENDLETON-RCO
- M00318 MARINE CORPS BASE HAWAII CONTRACTING OFFFICE (KENAOHE BAY)
- M67004 MARINE CORPS LOGISTICS COMMAND ALBANY RCO
- M67385 MARINE CORPS RCO-MARFORPAC
- M00264 MARINE CORPS RCO-NORTHEAST REGION/QUANTICO/NATIONAL CAPITAL REGION
- N62381 MILITARY SEALIFT COMMAND EAST-NORFOLK, VIRGINIA, 238/2
- N62381 MILITARY SEALIFT COMMAND, ATLANTIC VIRGINIA 238/2
- N62381- MILITARY SEALIFT COMMAND, ATLANTIC, VIRGINIA 242/2
- N62381 MILITARY SEALIFT COMMAND, ATLANTIC, VIRGINIA 246
- N00033 MILITARY SEALIFT COMMAND, DC
- N62404 MILITARY SEALIFT COMMAND, FAR EAST
- N62383- MILITARY SEALIFT COMMAND, PACIFIC, CALIFORNIA
- N00204 NAVAL AIR STATION PENSACOLA FL
- N00019 NAVAL AIR SYSTEMS COMMAND (CODE), MARYLAND
- N68936 NAVAL AIR WARFARE CENTER WEAPONS DIVISION DEPT.1
- N68936 NAVAL AIR WARFARE CENTER WEAPONS DIVISION DEPT.2
- N68936 NAVAL AIR WARFARE CENTER WEAPONS DIVISION DEPT.3
- N00421 NAVAL AIR WARFARE CENTER, AIRCRAFT DIVISION, MARYLAND
- N68335 NAVAL AIR WARFART CENTER, AIRCRAFT DIVISION, NEW JERSEY
- N62470 NAVAL FACILITIES ENGINEERING COMMAND ATLANTIC DIVISION, VIRIGINIA
- N62836 NAVAL FACILITIES ENGINEERING COMMAND CONTRACTS FAR EAST YOKOSUKA JAPAN
- N62766 NAVAL FACILITIES ENGINEERING COMMAND CONTRACTS MARIANAS (GUAM)
- N62472 NAVAL FACILITIES ENGINEERING COMMAND NORTHERN DIVISION, PA
- N62467-NAVAL FACILITIES ENGINEERING COMMAND SOUTHERN DIVISION, SC

#### 3.3. Command/Sites Cont.

#### **Commands currently posting to NECO Cont.**

- N62742 NAVAL FACILITIES ENGINEERING COMMAND PACIFIC DIVISION, HAWAII
- N00232 NAVAL HOSPITAL JACKSONVILLE
- N62306 NAVAL OCEANGRAPHIC OFFICE, MISSISSIPPI
- N00024 NAVAL SEA SYSTEMS COMMAND, DC
- N65540 NAVAL SHIP SYSTEM ENGINEERING STATION, CARDEROCK DIVISION, PA
- N63394 NAVAL SURFACE WARFARE CENTER, CALIFORNIA
- N00164 NAVAL SURFACE WARFARE CENTER, INDIANA
- N63394 NAVAL SURFACE WARFARE CENTER, KENTUCKY
- N00167 NAVAL SURFACE WARFARE CENTER, MARYLAND
- N00174 NAVAL SURFACE WARFARE CENTER, MARYLAND
- N00178 NAVAL SURFACE WARFARE CENTER, VIRGINIA
- N00253 NAVAL UNDERSEA WARFARE CENTER DIVISION
- N00104 NAVICP MECHANICSBURG PA
- N00383 NAVICP PHILADELPHIA PA
- N3258A NAVY CRANE CENTER
- N49420 NRCC DETACHMENT DUBAI
- N62558 NRCC DETACHMENT LONDON
- N68171 NRCC NAPLES
- N00102 PORTSMOUTH NAVAL SHIPYARD, NEW HAMPSHIRE
- N62670 UPERVISOR OF SHIPBUILDING CONVERSION AND REPAIR, USN, JACKSONVIILLE, FL
- N62793 SUPERVISOR OF SHIPBUILDING CONVERSION AND REPAIR, USN, NEWPORT NEWS, VA
- N62678 SUPERVISOR OF SHIPBUILDING CONVERSION AND REPAIR, USN, PORTSMOUTH, VIRGINIA
- N69314 -SUPSHIP PEARL HARBOR

#### The following is a list of Federal Supply Groups:

- 10 Weapons
- 11 Nuclear ordnance
- 12 Fire control equipment
- 13 Ammunition & explosives
- 14 Guided missiles
- 15 Aircraft & airframe structural components
- 16 Aircraft components & accessories
- 17 Aircraft launching, landing & ground handling equipment
- 18 Space vehicles
- 19 Ships, small craft, pontoons & floating docks
- 20 Ship and marine equipment
- 22 Railway equipment
- 23 Ground effect vehicles, motor vehicles, trailers & cycles
- 24 Tractors
- 25 Vehicular equipment components
- 26 Tires and tubes
- 28 Engines, turbines & components
- 29 Engine accessories

## 3.4. Federal Supply Codes

## **Federal Supply Groups Cont.**

- 30 Mechanical power transmission equipment
- 31 Bearings
- 32 Woodworking machinery and equipment
- 34 Metalworking machinery
- 35 Service and trade equipment
- 36 Special industry machinery
- 37 Agricultural machinery & equipment
- 38 Construction, mining, excavating & highway maintenance equipment
- 39 Materials handling equipment
- 40 Rope, cable, chain & fittings
- 41 Refrigeration, air-conditioning & air circulating equipment
- 42 Fire fighting, rescue & safety equipment
- 43 Pumps & compressors
- 44 Furnace, steam plant & drying equipment, & nuclear reactors
- 45 Plumbing, heating & sanitation equipment
- 46 Water purification & sewage treatment equipment
- 47 Pipe, tubing, hose & fittings
- 48 Valves
- 49 Maintenance & repair shop equipment
- 51 Hand tools
- 52 Measuring tools
- 53 Hardware & abrasives
- 54 Prefabricated structures and scaffolding
- 55 Lumber, millwork, plywood & veneer
- 56 Construction & building materials
- 58 Communication, detection, & coherent radiation equipment
- 59 Electrical and electronic equipment components
- 60 Fiber optics materials, components, assemblies & accessories
- 61 Electric wire & power & distribution equipment
- 62 Lighting fixtures & lamps
- 63 Alarm, signal & security detection equipment
- 65 Medical, dental & veterinary equipment & supplies
- 66 Instruments & laboratory equipment
- 67 Photographic equipment
- 68 Chemicals & chemical products
- 69 Training aids & devices
- 70 General purpose information technology equipment
- 71 Furniture
- 72 Household & commercial furnishings & appliances
- 73 Food preparation and serving equipment
- 74 Office machines, text processing systems & visible record equipment
- 75 Office supplies and devices
- 76 Books, maps & other publications
- 77 Musical instruments, phonographs & home-type radios
- 78 Recreational & athletic equipment
- 79 Cleaning equipment and supplies
- 80 Brushes, paints, sealers & adhesives
- 81 Containers, packaging & packing supplies

# 3.5. Federal Supply Codes Cont.

## **Federal Supply Groups Cont.**

- 83 Textiles, leather, furs, apparel & shoe findings, tents & flags
- 84 Clothing, individual equipment & insignia
- 85 Toiletries
- 87 Agricultural supplies
- 88 Live animals
- 89 Subsistence
- 91 Fuels, lubricants, oils & waxes
- 93 Nonmetallic fabricated materials
- 94 Nonmetallic cr4ude materials
- 95 Metal bars, sheets & shapes
- 96 Ores, minerals & their primary products
- 99 Miscellaneous

## Below is a list of Service codes used by NECO.

- A Research & Development
- B Special studies and analysis not R&D
- C Architect and engineering services
- D Information technology services, including telecommunications services
- E Purchase of structures & facilities
- F Natural resources & conservation services
- G Social services
- H Quality control, testing & inspection services
- J Maintenance, repair & rebuilding of equipment
- K Modification of equipment
- L Technical representative services
- M Operation of Government-owned facilities
- N Installation of equipment
- P Salvage services
- Q Medical services
- R Professional, administrative, and management support services
- S Utilities and housekeeping services
- T Photographic, mapping, printing & publication services
- U Education & training services
- V Transportation, travel, & relocation services
- W Lease or Rental of equipment
- X Lease or Rental of facilities
- Y Construction of structures and facilities
- Z Maintenance, repair, and alteration of real property

## 3.6. Sample of Daily Procurement Email Sent

#### **SAMPLE:**

Registered Vendors receive an email from <a href="mailto:necoresp@neco.navy.mil">necoresp@neco.navy.mil</a>, providing brief descriptions of Solicitations posted that day (based on criteria selected in Daily Email Customization). Links will take you right to the Solicitation posted on NECO. Below is an example of our daily email.

```
SOLICITATION NUMBER: N0038300T3269
TRANSACTION PURPOSE: Original
SOLICITATION ISSUE DATE: 2000-09-20
                                      yyyy-mm-dd
PURCHASE CATEGORY: Supplies
REQUEST FOR QUOTE TYPE: Request For Quote
DATE REFERENCE: 2000-10-20 yyyy-mm-dd
SALES REQUIREMENT: Unrestricted Procurement
HYPERLINK: http://www.neco.navy.mil/840-v5.cfm?header_key=6636730
PRODUCT DESCRIPTION:
LINE ITEM: 0001
Material Control Code: W
National Stock Number:
                       5120004099544
Nomenclature: DRIVER, TORQUE SET
Shelf-Life Action Code: 00
Shelf-Life Code: 0
Special Material Identification Code: NQ
Vendor's (Seller's) Part Number: 00198 CPWA30755
Vendor's (Seller's) Part Number: 75245 CPWA30755
Vendor's (Seller's) Part Number: 75245 PWC30755
QTY: 5
```

When there are no solicitations/procurements matching your criteria, you will receive the following notification:

```
The following is a listing of the Procurement Daily Offerings from the Navy Electronic Commerce Online - NECO. Please do not respond to this message. If you need to contact us please use our feedback form at: http://www.neco.navy.mil/links/feedback.cfm?subj=Daily_Email
```

There are no solicitations today that matched your search criteria.

## 3.7. NECO Registration Completion

Upon completion of NECO Registration, hit the <u>Submit</u> button. An email will be sent to the vendor with their password.

Multiple company personnel may register under any one cage code to receive the daily procurement offerings. The daily email will be forwarded to the email address on individual registration. This allows for the flexibility of other company personnel to receive and view daily solicitations in the absence of personnel on travel or vacation.

At any time, if the vendor wishes to submit a bid or login into NECO and has forgotten their password, they may email at NECO Support, call the Help Desk for assistance (1 800-503-6326) or click on the registration login message, "Forgot your Password? Click here"



This below pop-up screen will appear, system will generate email to you with your password

- Enter the email address you provided at registration.
- Click the Submit button.
- NECO will match the email address you've entered with the one in your registration.
- Your username and password will be emailed immediately.

# Retrieve Your Password

If you have forgotten your password, please enter your Email and we will send you your password via email.

If you have any questions, please contact NECO at 800-503-NECO(6326) or click NECO Support



## 4.0 Modify Registration

## **Modify Registration**

Vendors may update their company's profile or modify selections for daily emails at any time. Simply click "Modify Registration" on the NECO homepage. You will be asked to enter your username and password.

This feature is nice for vendors that acquire additional line items or merge with another company to modify registrations to reflect those changes in the FSCs. Also, for change of any pertinent company information such as phone, email, address...

When a registration is modified, NECO generates an email similar to the following:

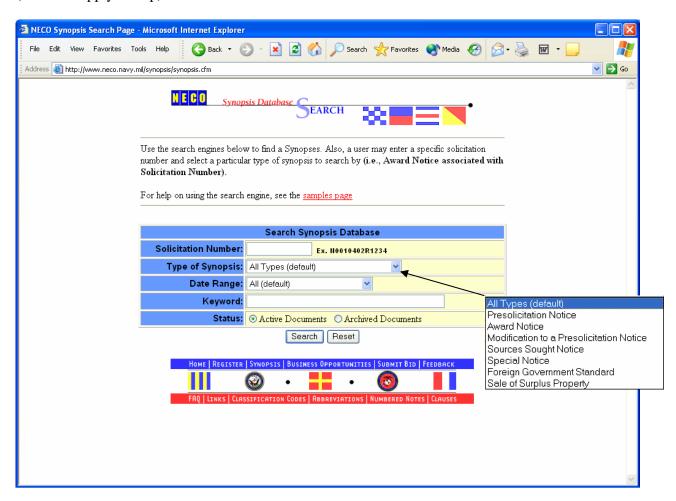
```
Your vendor registration information has been successfully modified on
the Navy Electronic Commerce Online web site (NECO). Please use your
Entity Name and Password, provided below, to login to the NECO offer
submission area.
UserName: NECO
Password: Navy and Marine Corps
Below are the selections you made for your customized daily email:
Command/Site: ALL
FSC Supply: ALL
FSC Service: D
Description:
CAGE Code:
If you wish to modify your registration, go to vendor registration and
click on 'modify your record'.
Please do not respond to this message. If you have difficulties or questions,
please use the NECO feedback form located at
http://www.neco.navy.mil/links/feedback.cfm?subj=NECO_Comment.
```

<sup>\*</sup>Once again, repeat instructions above if password is forgotten.

#### 5.0 Search Synopsis Database

## Search Synopsis Database

This area allows Vendors to search both <u>active</u> and <u>archived synopses</u>. The database consists of <u>Presolicitation Notices</u> and modifications posted as well as <u>Award Notices</u>, <u>Sources Sought Notices</u>, <u>Foreign Government Standards</u> and <u>Sales of Surplus Property</u>. Choose your search criteria by Solicitation number, type, keyword and/or date range. Search results will be categorized by FSG (Federal Supply Group).



<u>Presolicitation Notices</u> are generally posted to notify Commercial Vendors of upcoming business opportunities. While these often include a response date, bid responses may not be submitted electronically (via NECO).

<u>Award Notices</u> may or may not be posted to NECO, it is up to the Buying activity to post award. For information regarding an Award that has not been posted, contact the Buyer listed on the original RFQ to request status.

If you are searching by solicitation number, make sure you are only entering letters/numbers. Do not use hyphens. Awards cannot be found when entering the Award/Contract number in this entry field.

## 5.1. Search Synopsis Database Sample pages

## **Search Synopsis Samples:**

## Sample 1:

To find an Award Notice for solicitation N1234504A1234, enter the following:

1. For the Solicitation Number:

N1234504A1234

2. Select the type of synopsis to search for:

Award Notice

3. Select the Date Range of Interest:

All (default)

4. For the keyword:

(leave blank)

5. Select the Status:

Active Documents

## Sample 2:

To find all Pre-Solicitation Notes in the past 2 weeks for Supply Code 12 - Fire Control Equipment, enter the following:

1. For the Solicitation Number:

(leave blank)

2. Select the type of synopsis to search for:

PreSolicitation Notes

3. Select the Date Range of Interest:

Posted within 14 days of today

4. For the keyword:

Fire Control

5. Select the Status:

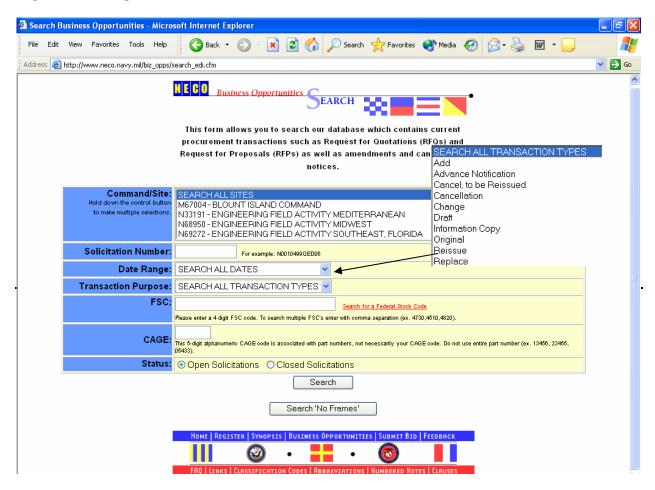
Active Documents

## 6.0 Business Opportunities

## **Business Opportunities**

Open and closed solicitations may be viewed in NECO's Business Opportunities. You may search by any of the following criteria: Command/Site, Solicitation number, specified Date Range, Transaction Purpose, FSC, CAGE and/or Status.

WinZip may be required to view documents in Solicitations. Download a free trial at <a href="http://www.winzip.com">http://www.winzip.com</a>.



#### Command/Site

To make multiple selections, hold your Ctrl key as you click with your mouse.

# Date Range

Allows you to select Business Opportunities posted today, today and yesterday, or those posted within 7, 14, 21, 30, 45, 60 or 90 days of today (date searching).

#### Transaction Purpose

Among them are add, advance notification, cancel (to be reissued), cancellation, change, draft, duplicate, information copy, reissue and replace.

6.1. Business Opportunities Summary Page Cont.

## **Business Opportunities Cont.**

## FSC (Federal Supply Classification)

A link on the Business Opportunities page, "Search for a Federal Stock Code", will provide a list of FSGs (Federal Supply Groups) and the 4-digit FSC codes for each.

## **CAGE**

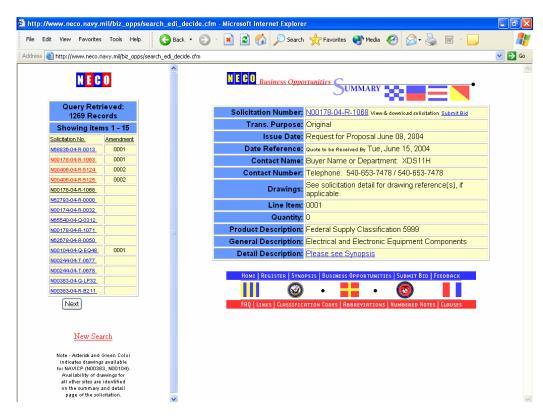
This entry is for use by manufacturers whose part numbers begin with their CAGE code. Buyers will sometimes indicate a Vendor's (Seller's) part number.

#### Open/Closed Solicitations

By default, Solicitations are automatically archived once they close and are removed from archives after 6 months. It is possible to view closed Solicitations through an open Solicitation search. This is because Buyers are given the option of choosing an archive date when posting the RFQ. All solicitations are removed from archived materials after six months.

#### Search/Search "No Frames"

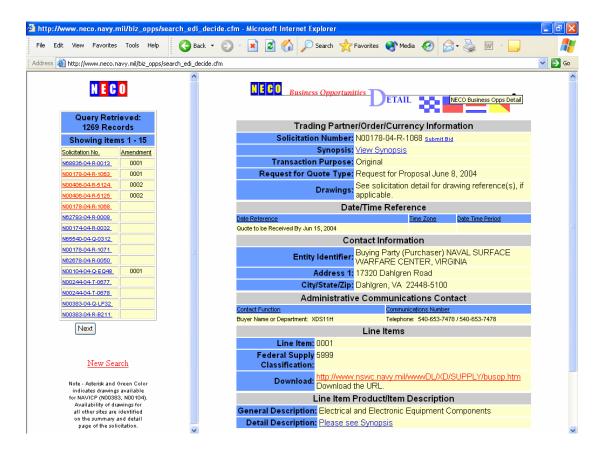
The <u>Search</u> feature can be used regardless of the criteria you choose. Results are listed by Solicitation and Amendment number. Select a Solicitation by clicking on left side, the solicitation numbered to view a summary displayed on the right of the screen.



## **Above is the <b>Summary Page**

## 6.2. Business Opportunities Detail Page Cont.

By clicking on the <u>Solicitation Number</u> highlighted on the <u>Summary</u> page, a more detailed page appears with all the pertinent information identified with Solicitation.

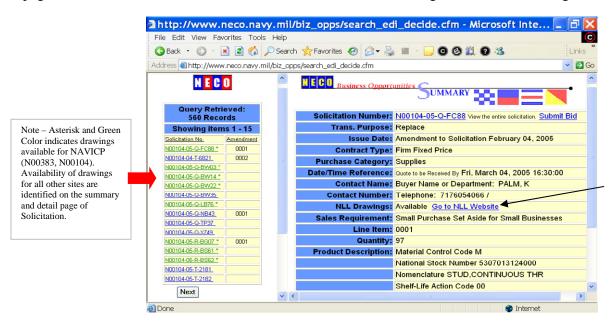


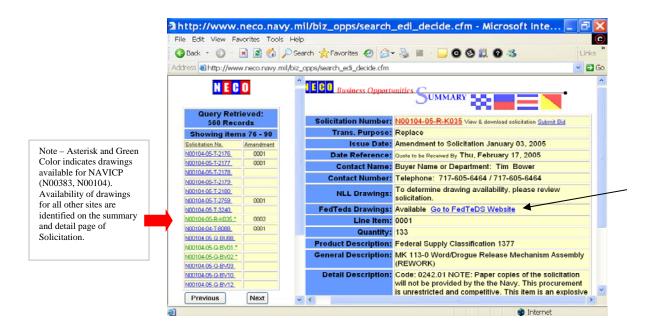
- If Synopsis is viewable, it will be highlighted View Synopsis.
- Additional downloads may be highlighted for viewing (i.e., .pdfs, URLs, .htm...formats).
- Additional Detailed Description attachments may be highlighted for vendor to view.
- Amendments may also be attached for viewing and will be indicated on the left side of both
  the Summary and Detailed pages under Query Retrieved Records-Solicitation Number in
  Amendment column or displayed under Solicitation on Detail page for Manual uploads.
- Amendments may also be attached for viewing and will be indicated on the left side of both
  the Summary and Detailed pages under Query Retrieved Records-Solicitation Number in
  Amendment column for Automated uploads. For Automated uploads, the most recent
  amendment overrides the previous one, all amendments may or may not be displayed in full
  solicitation.

## 6.3. Business Opportunities Drawings Information Cont.

<u>Drawings</u> will be indicated as stated below. To access drawings, click on "Go to NLL" in the Drawings column on either the Summary or Detail pages of the Solicitation. You will be hyperlinked to the Naval Logistics Library website. The NLL (Naval Logistics Library) website requires users to register for a Digital Certificate before accessing Drawings, NSNs, etc. Each NSN (National Stock Number) consists of a 4-digit classification code and 9-digit NIIN (National Item Identification Number).

In lieu of VBR (Virtual Bid Room), Solicitations on NECO that contain technical drawings will have a hyperlink indicated as "Go to FedTeds" in the Drawings column on either the Summary or Detail pages of Solicitation to direct vendor to FedTeds website site to login to retrieve drawings.





## 6.4. Business Opportunities Search "No Frames" Solicitations Cont.

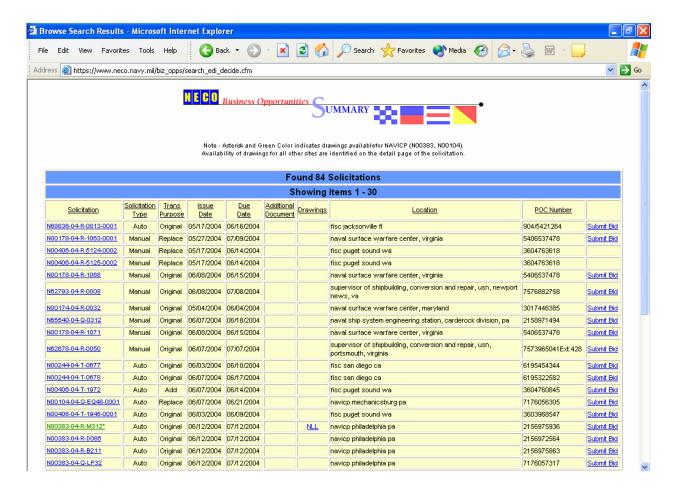
## Search "No Frames"

Search "No Frames" allows you to view more information before opening the solicitation. Although this search option is only capable of returning a limited number of results, more information on each solicitation is provided 'at a glance.'

You will see solicitations by number and their associated type, transaction purpose, both the issue and due dates, additional documents, location, and POC (point of contact) phone. Criteria must be selected to minimize the amount of results will be returned. When your search has returned too many results, you will be asked to return to Business Opportunities page and click Search. You may also make selections and attempt to Search again with 'No Frames.'

To view additional information without leaving this page, hold your cursor/mouse over a solicitation number. A box will display any of the following information: NSNs (National Stock Numbers), Material Code, Shelf-life Code, Shelf-life Action Code, Nomenclature, Vendor (Seller's) Part Number, Special Material Identification Code, General Description, FSC (Federal Supply Classification), Catalog Number, Standard Industrial Classification Code Material Control Code, and/or Cognizance Symbol.

Click the Solicitation number to view Business Opportunities Detail.

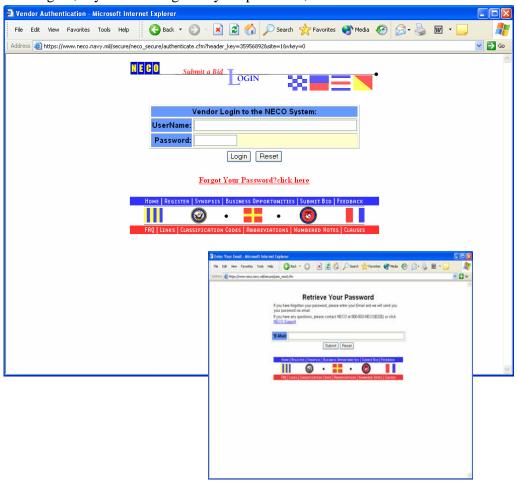


## 6.5. Business Opportunities Submit a Bid Cont.

#### Submit a Bid

Once you've reviewed the entire solicitation and associated documents, click <u>Submit Bid</u>. You may also access Submit a Bid from the Summary or Detail pages. You are required to log in, then enter solicitation number to access Submit a Bid Upload page.

Once again, if you have forgotten your password, click to retrieve.





6.6. Business Opportunities Submit a Bid Definitions Cont.

#### Submit a Bid

#### Price Quote No.

This refers to a tracking number the offeror would assign to the quote. This a required field even if the Vendor does not use internal tracking numbers.

#### Line Items

If you would like to quote only one or some of the line items, be sure to select 'No Quote' from the drop-down menu (next to Unit Price for item you are not quoting). By leaving these entries blank, the offeror is bidding an amount of \$0.00. If your bid confirmation reflects an amount of \$0.00, contact the Buyer to request their acceptance of another bid. Help Desk personnel cannot alter your bid, nor can they view your actual quote submitted.

#### **Delivery Lead Time**

Used to indicate the length of the quote acceptance period allowed by the offeror or to specify when the midpoint of the proposed effort will be reached. Quote delivery schedule applies to all of the line items and there will be only one delivery of the total quantity. Use this area when the quote differs from the solicitation requirements or to provide information essential to the quote.

## **Expiration Time Period**

Use the first box to specify a NUMERIC VALUE of quantity which represents the duration of time in which your offer is valid. Then select, from the drop-down list located directly beside the first box, an indicator to describe your numeric value of quantity. The drop-down list represents units of time periods or intervals. Included in the list are selections such as Calendar Days, Month, Weeks, etc... Choose one of these values to describe the numeric value you provided in the first box. These 2 elements are REQUIRED. You will not be able to submit your offer unless you have provided this information.

## **Expiration Relevant Date**

Use this box to cite a date that is relevant to the Expiration Time Period you provided. For example, you may provide a date that is the start date of the cited activity or a date that indicates the final day in which your offer is applicable and valid (offer expiration date). This box is NOT REQUIRED. You may leave it blank. If you do provide a date, please adhere to the following date format: mm/dd/yyyy.

## **Bid Document**

Download document from Solicitation in 'Business Opportunities.'

Complete all required fields.

Save to hard drive.

On 'Submit a Bid Upload' page, click Browse.

Locate file and click Open.

This feature is only capable of uploading a single document. If it is necessary to submit more than one Word document, save the files to a .zip folder and upload the folder. Your bid will be sent to the Buyer via email.

## 6.7. Business Opportunities Submit a Bid Sample Cont. Submit a Bid Cont.

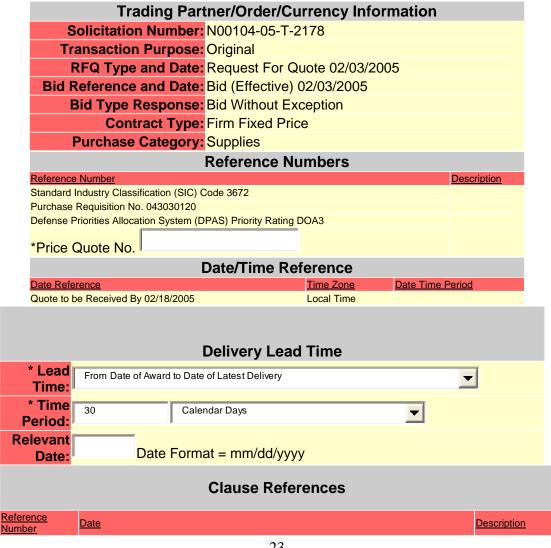
If a form is provided, but won't allow you to type in the form (it is locked or password protected) you must print the form, fill it out, and submit via fax or mail. We recommend contacting the Buyer for a fax number or mailing address and inform them you will be sending your proposal, if they are not present on the original Solicitation.

Some documents are protected, only allowing you to provide some of the information. In this case, you are required to print the document/form, complete, and submit via fax, email, or mail. We recommend you contact the Buyer (listed on the original RFQ) and notify them you will be sending. Before doing so be sure to read over the entire solicitation as it may provide acceptable methods of submitting your quote. Faxed copies are not always accepted.

If a form is not provided, but the Submit a Bid page has upload capability, the Vendor must create a document. In addition to information the Buyer is requesting, Vendor should include company name, authorized representative, telephone number and CAGE code.

On Submit a Bid Upload page, there are boxes under Clause References. These entries should be left blank, unless the offeror disagrees with the Clauses.

## Sample



Federal Acquisition Regulations (FAR) 52.246- 11	02/01/1999			
HIGHER-LEVEL	CONTRACT QUALITY REQUIREMENT (NAVICP REVIEW FEB 1991)(FEB 1999) 1 MIL-	I-45208		
Federal Acquisition Regulations (FAR) 52.211-8	06/01/1997			
TIME OF DELIVI	ERY (JUNE 1997) 20 0001AA 3 Each			
Defense Federal Acquisition Regulations (DFAR) 252.225- 7016	05/01/2004			
RESTRICTION (	ON ACQUISITION OF BALL AND ROLLER BEARINGS (MAY 2004) 1			
Federal Acquisition Regulations (FAR) 52.211- 14	09/01/1990			
NOTICE OF PRI	ORITY RATING FOR NATIONAL DEFENSE USE (SEP 1990) 1 DO			
Mutually Defined		REMARKS APPLY TO N0010405T2178		
Pricing is reques	ted for the following Step Ladder quantities:			
4-6				
7-10				
11-15				
	Line Items			
Line Item: 0001				
	oduct National Stock Number 5008014414777			

Material Control Code H

	Shelf-Life Code 0			
	Shelf-Life Action Code 00			
	Nomenclature CIRCUIT CARD ASSEMB			
	Vendor's (Seller's) Part Number 3B150 G526488-1			
	Vendor's (Seller's) Part Number 49956 G526488-1			
Line Item Delivery Lead Time				
* Lead Time:	I foll Date of Award to Date of Latest Delivery			
* Time Period:	Calendar Days			
Relevant Date:	But Francis and III			
Sub-Line Items				
Sub-Line Item:	0001AA			
Quantity:	3 Each			
Unit Price:	i.e. 1234.56 Quoted			
Messages:				
I have read the entire solicitation and have provided the information that was requested. I fully understand that failure to provide the required information will eliminate my company from consideration of receiving a contract award.				
	<u>S</u> ubmit <u>R</u> eset			

## **IMPORTANT**

The below box is required to be checked to Submit Bid. An error message will appear if this is not checked.

I have read the entire solicitation and have provided the information that was requested. I fully understand that failure to provide the required information will eliminate my company from consideration of receiving a contract award.

## **Bid Confirmation**

Upon submitting a bid, you are provided the option of viewing a printable Bid Confirmation. A message will pop-up stating, "Successfully Submitted". An email will be forwarded to you for confirmation of receipt. You may contact the Help Desk for a verbal Bid Confirmation; however the Help Desk cannot view bids or contracts.

## 7.0 Miscellaneous NECO Website Pages

## **Additional NECO Website Pages:**

#### **Submit Feedback**

You may contact the NECO Help Desk via email by clicking Submit Feedback at any time.

## **FAQs/Frequently Asked Questions**

The below topics are addressed in detail, by clicking on each subject area.

- Business Opportunities
- Buyer Solicitation from SPS
- Buyer Registration
- Buyer Static Solicitation Upload
- Electronic Data Interchange (EDI)
- General (What is needed to access and utilize Navy Electronic Commerce Online)
- Information for Small Business
- Security
- Vendor Static Solicitation Download

#### **Associated Links**

This page supplies references to Clauses, Regulations and Specs, with hyperlinks to the FARS/DFARS, NMCARS and various associated links, as well as Electronic Commerce, Press Releases and additional sources of Navy Business Opportunities. To access the sites listed, simply click on the name.

### **Classification Codes**

You will find a list of Service and Supply Code Titles used by the Navy.

#### **Abbreviations**

Click Abbreviations to view common abbreviations and acronyms used.

## **Numbered Notes**

Refer to Numbered Notes for those used in Common Business Daily Announcements.

#### Clauses

Here you may sort information by number, title or date. Links to Clause References are also located on the links page. Among them are the following: Defense Federal Acquisition Regulations Supplement (DFARS), Navy Marine Corps Acquisition Regulation Supplement (NMCARS), Department of Defense Single Stock Point for Military Specifications and Standards (DODSSP), and Naval Inventory Control Point (NAVICP) Clause References/Local Clauses.

## 7.1. Miscellaneous NECO Website Pages Cont.

# Frequent Questions concerning NECO:

- Q. I am no longer receiving daily emails, but none of my information has changed.
- A. Internet Service Providers sometimes mistake NECO's Daily Notices for spam and block us. Contact your ISP before consulting the NECO Help Desk.
- Q. How can I view information on a Solicitation that has closed?
- A. By default, Solicitations automatically archive on the closing date and can be found by searching closed Solicitations.

#### **Small Businesses**

Navy SADBU (Small and Disadvantaged Business Utilization Office) http://www.hq.navy.mil/sadbu

Department of Defense PTAC (Procurement Technical Assistance Centers) <a href="http://www.dla.mil/db/procurem.htm">http://www.dla.mil/db/procurem.htm</a>

### **Drawings**

Naval Logistics Library <a href="http://vbr.navsup.navy.mil/solicitations/navicp\_options.cfm">http://vbr.navsup.navy.mil/solicitations/navicp\_options.cfm</a>

Request a Digital Certificate (PKI)

Naval Logistics Library <a href="http://vbr.navsup.navy.mil/virtual/instruct.cfm">http://vbr.navsup.navy.mil/virtual/instruct.cfm</a>

Federal Technical Data Solution (FedTeDS) <a href="https://www.fedteds.gov/">https://www.fedteds.gov/</a>

Fed Biz Opps

Homepage <a href="http://www.eps.gov/">http://www.eps.gov/</a> Award Notices <a href="http://eps.gov/spg/">http://eps.gov/spg/</a>

NAVICP (Naval Inventory Control Point) Philadelphia

Source Development Department http://www.navicp.navy.mil/07/073home.htm